



JOB DESCRIPTION

Position Title: **Team Leader**

Working Area: **Permit Section**

Class Code: 5600

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Coordinates the acceptance, processing, recordkeeping of permit applications and supervision the Permit Section of the Building & Fire Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews and/or supervises the review of requests for building permits. Determines the types of permit required, cost of construction and applicable fees for each permit. Provides training to assigned staff.

Reads' building plans, blueprints, and sketches to determine compliance with applicable permit application processes.

Coordinates requests and assures the issuance of building permits in a timely manner. Reviews customer complaints and routes complaints for appropriate action. Maintains filing systems and daily ledger on all building permits requested and/or issued.

Initiates and effectively recommends to the Building official, for final approval by the Department Director, for all performance evaluations, hiring and termination recommendations, and appropriate disciplinary or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Considerable knowledge of applicable laws, regulations, and ordinances governing the issuance of permits. Considerable knowledge of the methods, practices, and techniques utilized in general construction work.

Ability to establish and maintain an effective working relationship with the public and other County Departments. Ability to communicate effectively both orally and in writing, with contractors, subordinates, supervisor, and the general public. Ability to maintain effective recordkeeping processes.

High School Diploma or GED and four (4) years' experience in a permit issuing agency, tag agency or related work environment. Must possess one (1) year supervisory experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is an office setting. Most duties are performed while standing at a customer service counter or while sitting at a desk, table or workstation. Incumbents in this position are exposed to electrical energy found in an office environment.